

# State Library of Massachusetts Reproduction Policy

## **Payment:**

Pre-payment is required for all reproductions. We currently accept cash, checks, money orders, and credit cards. Checks and money orders should be made out to "Commonwealth of Massachusetts." Please contact the State Library for information on payment by credit card. Payments may be sent to:

State Library of Massachusetts  
24 Beacon Street  
State House, Room 341  
Boston, MA 02133

## **Photocopies:**

- **On-site Self Service Photocopying:** \$ .20 per page B&W; \$ .50 per page color
- **Photocopying performed by library staff:** \$ .50 per page
- **On-site Self Service Microfilm or microfiche printouts:** \$ .25 per page
- **Microfilm or microfiche printouts performed by library staff:** \$ .50 per page

**Note about items housed in Special Collections:** Materials will be duplicated only if their condition is adequate to withstand the process and Special Collections staff will provide all photocopy services (i. e. there is no self-service photocopying available for these items). Every effort will be made to provide clear and readable copies. Books are copied one page at a time to protect the binding.

## **Scanning and Prints from Digital Files:**

### **Bound Documents, Unbound Materials and Microfilm**

Books and unbound documents smaller than 11"x17". Does not include rare or fragile items – see section on materials requiring special handling below for these items.

- **Scanning performed by library staff:** \$1 per page for bound materials; 50 cents per page for unbound materials.
- **Digital files from microfilm – onsite self-service:** Free, but patron must provide their own storage drive for saving images
- **Digital files from microfilm – by staff:** \$ .50 per image.
- **Prints from scanned images:**
  - B&W: \$1 per page for first 5 pages; \$ .50 per page thereafter
  - Color: \$2 per page for first 5 pages; \$1 per page thereafter

(These are in addition to the cost of scanning and are for items up to 8 ½" by 14", printed on plain paper. For larger items see pricing below.)

### **Materials Requiring Special Handling:**

Rare or fragile books and unbound materials, oversize items such as maps and atlases, photographs, objects

The Library can digitally capture most items in its collection. Oversize items may need to be sent out to a commercial reproduction center at the user's expense.

- **No existing digital file:** \$25 per image

- **Existing digital file:** \$15 per file
- **Prints from scanned images (8 ½" x 14" or smaller):**
  - B&W: \$1 per page for first 5 pages; \$ .50 per page thereafter
  - Color: \$2 per page for first 5 pages; \$1 per page thereafter
- **Prints from scanned images (8 1/2" x 14" to 18" x 24"):** \$45 for 1 print; \$35 for 2+ of same print
- **Prints from scanned images (18" x 24" or larger):** \$75 for 1 print; \$65 for 2+ of same print

**Note:** Patrons are welcome to use their personal cameras to take pictures (without flash) of documents without charge. However, there are fees associated with the use and publication of images from the Library's collections. Personal scanners are not allowed.

**Delivery:** We will email files when file size and quantity permit. If email is not possible we will copy files on a CD and send via US mail for a charge of \$5 per CD and \$3 for shipping/handling. Additional postage may be charged for oversize prints or prints numbering more than 50.

**Rush Orders:** Rush service is available for a fee of \$25.00 per volume/image. Work will be completed in 1-2 business days from the time of payment.

**For more information about general collection materials contact:**

Reference Department by [email](#) or by calling 617-727-2590

**For more information about Special Collections materials contact:**

Special Collections Department by [email](#) ([special.collections@state.ma.us](mailto:special.collections@state.ma.us)) or by calling 617-727-2595

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